



## County of Bland, Virginia

## Job Description

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**JOB TITLE:** Deputy Sheriff – Patrol Division

**FLSA STATUS:** Non-Exempt

**DEPARTMENT:** Sheriff

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### **SUMMARY OF JOB PURPOSE**

Under direct supervision of the Chief Deputy Sheriff. The Deputy Sheriff is responsible to maintain law and order in the County of Bland.

### **JOB CONTENT**

Serve legal processes of courts; Drive patrol vehicle in assigned area to enforce laws, investigate crimes and arrest violators; observe and issue traffic citations, criminal warrants and county ordinance violations; assume control at traffic accidents to maintain traffic flow, assist injured persons and investigate causes of accidents; investigate illegal or suspicious activities of persons and quell disturbances; locate and take persons into custody on arrest warrants; transport prisoners between facilities; serve subpoenas and summonses, and keep order in the courtrooms; operate two-way radios and telephone; respond to citizen complaints and provide services to persons in need; prepare and file criminal and administrative reports; serve highly complex legal documents on juveniles, parents, civil defendants, plaintiffs and serves summonses on witnesses; escort jury members to and from courtroom and provide for their needs and perform those tasks during court as designated by the presiding judge; develop working knowledge to enter and edit computer data concerning legal documents, aid in performing duties of criminal investigation when needed; execute court orders, levies on tangible and intangible property; review contents of legal documents for adherence to state laws; process and fingerprint persons in custody on arrest warrants and other legal detainer; perform out of state extraditions; execute juvenile detention orders and petitions; transport persons on temporary detention order and emergency custody orders; assumes primary responsibility in handling calls for County Ordinance violations; Investigate complaints deriving from the office of the County Administrator, County Attorney, Zoning Administrator and Public Service Authority; Investigate hazardous material contaminants involving air, soil and water; Investigate and enforce County Code violations as adjudicated by the courts; Constantly monitor and follow up on all active complaints of ordinance violations; issue summonses for violations; perform additional duties as assigned by the Sheriff or Chief Deputy.

### **EDUCATION / KNOWLEDGE / ACCEPTABLE EXPERIENCE**

High school graduate with a combination of post high school education and experience in criminal justice or related experience; experience that assures confidentiality; moderate degrees of computer skills; possess interpersonal skills and past performance history that demonstrates an ability to work as a team player; possess a valid Commonwealth of Virginia Driver's License.